



State of California  
Department of Resources Recycling & Recovery (CalRecycle)  
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT	
<b>Classification:</b> Accounting Officer, Specialist	<b>Position Number:</b> 161-4546-xxx
<b>Division/Office/Section:</b> AFITS /Fiscal Services /Accounting / Mission Task Finance Unit	
<b>Location:</b> 1001 I Street, Sacramento, CA	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b>
<b>Supervisor's Name:</b> Moses Reginalds	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Collective Bargaining Identifier (CBID):</b> R-01	

Must be able to perform accounting work and communicate in a professional business environment. This includes ability to make arithmetical computations; operate various office machines; utilize computer software and data systems; follow oral and written directions; evaluate situations accurately and take effective action; read, write and communicate using proper English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; and prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling. Additionally, this position requires the incumbent to maintain consistent and regular attendance; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

#### **POSITION DESCRIPTION:**

Under the general direction of the Accounting Administrator I, Supervisor, the Accounting Officer will perform a variety of professional accounting work associated with contract payments in the Mission Task Finance Unit.

It is essential that staff maintains cooperative and constructive relationships with CalRecycle staff and contacts outside of CalRecycle and uses work time effectively/efficiently in completing all assignments within agreed upon deadlines. Follows instruction and accepts supervisory suggestions for work improvement. Be knowledgeable of policies and procedures established by CalRecycle and the various State and Federal laws/rules governing the program, the accounting reporting, and other aspects as required. This position may require overtime during peak times and special projects, and requests for vacations may be declined.

#### **ESSENTIAL FUNCTIONS**

45%	<p>Invoice Review:</p> <p>Perform audits on multiple debris removal contracts. Analyze contract payment requests to ensure that authorized individuals approve all documents and that requests do not exceed agreement or encumbered balances. Track and monitor all invoices received to ensure they are paid timely and in accordance with the Prompt Payment Act. Verify computations including retention, if applicable. Perform a detailed review to provide reasonable assurances that supporting documentation is complete and in accordance with the terms of the contract. The review must include knowledge of State Controller's Office's (SCO) requirements and policies. At a minimum, the detailed review shall ensure that:</p> <ul style="list-style-type: none"> <li>• Invoices and charges comply with provisions of purchase orders, sub-purchase orders, contracts, leases, service agreements, grants, etc. This includes ensuring completed work orders, adherence to contract terms and invoicing, and that there is proper authorization and internal control of purchases and assets in accordance with the State Contracting Manual and the State Administrative Manual.</li> <li>• Invoices are itemized and presented in accordance with contract provisions, and that charges are broken out as appropriate, such as by task, project, sub-contractor amounts and services. Invoices must contain adequate supporting documentation for claims and audit purposes.</li> <li>• Items or services invoiced have been received or provided, as evidenced by stock received reports, receipts or similar documents or verification by authorized individuals, and is fully documented for audit or other external review. All travel must be documented and in accordance with CalHR reimbursement rates for excluded employees.</li> <li>• Authority exists to obtain the goods or services.</li> <li>• Invoices are not duplicate, and payment has not been previously been made.</li> </ul> <p>Knowledge of the specific contracts and the general contract policies and procedures are essential. Work with contract managers and liaisons to avoid and/or resolve discrepancies.</p>
25%	<p>FI\$Cal System Processing:</p> <p>Process payments in FI\$Cal System (PeopleSoft). Independently analyze individual appropriation, funding fiscal year, and general ledger balances to determine appropriate transactions and posting sequence to post pending disbursements and transmit for approval. Verify vendor numbers and addresses in FI\$Cal, and verify that funding information is consistent with original source documents and the invoices for work being performed under the contract.</p> <p>Ensure all errors/ inconsistencies are researched and corrected/ adjusted as appropriate. Timely process adjusting entries for correcting computation errors and other discrepancies on fiscal system error reports.</p> <p>Maintain encumbrance balances for all Disaster/ Cleanup Response contracts.</p> <p>Work on the development of accrual information for fiscal year-end reporting, in a timely manner to meet department goals.</p> <p>Key Timesheets for Debris Removal operations into FI\$Cal, and reconcile timesheets against program rosters to ensure complete reporting.</p>
20%	<p>Recordkeeping:</p> <p>Maintain hard agreements and payment requests, as applicable. This includes recording transactions such as the original receipt of invoices, disputes, payments, retentions, and document balances in a tracking log. Regularly verify that file balances in the file agree with program records and hard copy agreements. Assist accounting staff in ensuring that all other subsidiary databases, including FI\$Cal, are in agreement. Follow up on final payment requests after expiration of agreement term. Archive closed documents.</p>

## **MARGINAL FUNCTIONS**

5%	Respond to inquiries and research accounting history to resolve discrepancies in payments or document balances. Work with program and accounting staff to provide assistance, answer questions, and coordinate information related to Wildfire payments and encumbrances. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals or other written materials in order to determine relevant facts for staff, claimants, etc.
5%	Pursuant to the most current Separation of Duties listing or as directed by a supervisor, assist in performing tasks required to maintain a proper separation of duties in the Accounting Section. Such tasks may include (but are not limited to) the following: signing out blank check stock, distributing revolving fund checks, preparing reports of collection, preparing deposit slips, running tapes, or delivering deposits. Assist with other team members' processing workloads whenever appropriate and practical.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
<b>Employee Signature:</b>		
I certify that the above accurately represent the duties of the position:		Date:
<b>Supervisor Signature:</b>		
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>		
<b>C&amp;P Analyst:</b>		<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

**ESSENTIAL FUNCTIONS OF POSITION**

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Perform accounting duties such as collections, preparation of letters, reviewing written documents/invoices; review legislation, prepare and initiate accounting transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions as well as the public
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: effectively communicate/report accounting issues to management; speak on the phone; interact with division staff and the public
- ☒ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties: work in an office environment; file; archive
- ☒ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties: work in an office environment
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; attend meetings, conferences workshops, etc.
- ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: Filing and archiving documents
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, work with office equipment, sit at desk for extended periods of time to perform accounting duties that are mandatory for this position
- ☒ **LIFTING** – You must be able to lift up to 3 pounds to perform the following duties: move/review various binders; file paperwork; lift/move small stacks of paper
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Perform accounting duties included on this duty statement: A/R collections, payment plans, discharge of accountability, reconciliations, communication
- ☒ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: travel to and from common areas (printers, bathrooms, anywhere else)
- ☒ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: concentrate on tasks mandatory for this position with proper care and due diligence, operate office equipment, filing/archiving
- ☒ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: work in a small office environment with shared business machines; close proximity to others
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_